Pennsylvania Child Abuse History Clearance Instructions (online option)

The Department of Public Welfare has established a web-based computer application called the Child Welfare Portal which allows an individual to apply for their PA Child Abuse Clearance online.

- Before your start, you should have the following information readily available and also have access to your email account.
  o Payment code from Ed. Studies, if the clearance is for an educational studies class or project- contact cdunn1@swarthmore.edu for code.
  o Payment code from Human Resources if for other campus activity.
  o Credit card to pay $8 fee if the clearance is for your own purpose.
  o Previous addresses since 1975
  o Names of everyone who lived with you at any time since 1975 to present
  o Previous names used since 1975

Create an account, password and application
Start the online application by visiting the Child Welfare secure website at [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)

- Click on Create a new account
- Read the general information and click Next to create a Keystone ID. Chose a username that you will remember.
- Enter the requested information including email address and create security questions. Then click Finish. [YOU WILL NEED TO IMMEDIATELY ACCESS YOUR EMAIL FOR THE TEMPORARY PASSWORD]
- You will receive this message on the screen: You have successfully created a Keystone ID and a temporary password has been emailed to you . . .” You will receive two emails. The first email contains your Keystone ID and the second email contains your temporary password. Click Close Window.
- If you are not immediately taken to the login page, return to [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home), click Login, then Access My Clearances, scroll to the bottom of the page and click Continue. On the Keystone Key Login page, enter your username (Keystone ID) and temporary password you retrieved via email.
- You will be taken to the login screen to reset your password. Create a New password and click Submit.
- Click Close Window. You will be taken back to the login screen. Enter your username and NEW password.
- Read My Child Welfare Account Terms and Conditions. Then click the statement acknowledging I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions. Then click Next.
- Scroll to the bottom of the page and click Continue
- Click Create Clearance Application. Scroll to the bottom of the next page and click Begin.
- Under the Application Purpose select School Employment. Then click Next.
- Continue through the online application pages and provide the requested information. Click the blue plus sign (+) to add additional fields.
- Under the section Certificate Delivery Method, you can elect to have a paper copy of the clearance mailed to you. It will also be available online.
- Once you have completed the online application, review the Applicant Summary. If your information is not correct or needs to be updated, click the **Edit** button in the heading of the section and modify it as necessary.
- Click **Next** for your eSignature.
- To complete your application, eSign by checking the acknowledgement and entering your first and last name as it appears on the Application Information screen.
- Proceed to the “Applicant Payment” screen.
- Select **Yes** to the question *Did an organization provide a payment code for your application, unless you are paying for your clearance.*
- Enter the code listed on top of the previous page or provided to you by the clearance coordinator (Letters are all CAPITAL).
- Click the check box below the code.
- Click **Submit Application**.
- You should see the message **Success. Your application (e-Clearance ID: xxxxxxx) has been successfully submitted.**

**Print and present your clearance**
- Most results will appear within 10 minutes of submission. Usually you are notified by email that the application has been processed and you are directed to open your Child Welfare Account to retrieve the clearance. We recommend that you print at least 3 copies.
- If you are doing fieldwork for a course, you must take a copy to your fieldwork site and present a copy to your professor or the clearance coordinator, Cathy Dunn.

- Copy to take to your fieldwork site
- Copy for your professor or clearance coordinator, Cathy Dunn
- Copy for your records/future work with minors (Lang Center, coaching, volunteer work, etc.)